

<b>Unit Title:</b>	<b>Identify individual learning and development needs</b>
OCR unit number	5
Level:	3
Credit value:	3
Guided learning hours:	24
Unit accreditation no:	K/502/9544

## Unit purpose and aim

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The aim of this unit is to assess a learning and development practitioner's understanding of and competence in carrying out a learning or training needs analysis for an individual. 'Practitioner' means anyone with a learning and development responsibility as part of their role.

Learning Outcomes	Assessment Criteria	Exemplification
<p><b>The Learner will:</b></p> <p>1 Understand the principles and practices of learning needs analysis for individuals</p>	<p><b>The Learner can:</b></p> <p>1.1 Explain the principles and practices of learning needs analysis for individuals</p> <p>1.2 Analyse the factors that influence individual learning needs, preferences and styles</p> <p>1.3 Compare methods used to assess individual learning needs</p>	<p>AC1.1</p> <ul style="list-style-type: none"> <li>• The purpose of a learning needs analysis</li> <li>• The data required to carry it out</li> <li>• How to gather and collate the information required</li> <li>• How to interpret and analyse the data gathered</li> </ul> <p>AC1.2</p> <ul style="list-style-type: none"> <li>• Learning styles and how they affect learning – eg               <ul style="list-style-type: none"> <li>- Kolb</li> <li>- Honey and Mumford</li> <li>- Others</li> </ul> </li> <li>• What the various learning styles are – eg               <ul style="list-style-type: none"> <li>- activist</li> <li>- pragmatist</li> <li>- reflector</li> <li>- theorist</li> <li>- visual</li> <li>- auditory</li> <li>- kinaesthetic</li> </ul> </li> </ul>

Learning Outcomes	Assessment Criteria	Exemplification
		<ul style="list-style-type: none"> <li>- others</li> <li>and how to adapt practice to meet differing needs</li> <li>• Multiple Intelligence theory</li> </ul> <p>AC1.3</p> <ul style="list-style-type: none"> <li>• The methods available to identify learning needs</li> <li>• The potential advantages and disadvantages of each</li> </ul>
<p>2 Be able to conduct learning needs analysis for individuals</p>	<p>2.1 Agree the purpose, aims and methodology of the learning needs analysis with individuals</p> <p>2.2 Apply learning needs analysis methodology to assess the individual's current level of achievement and potential</p> <p>2.3 Analyse learning needs and communicate to the learner</p>	<p>AC2.1</p> <ul style="list-style-type: none"> <li>• Explanations of the purpose of a learning needs analysis to different learners</li> <li>• Explanations to different learners of what it entails and how it will be carried out</li> </ul> <p>AC2.2</p> <ul style="list-style-type: none"> <li>• Records of learning needs analysis carried out with different learners</li> </ul> <p>AC2.3</p> <ul style="list-style-type: none"> <li>• Records of providing different learners with feedback from a learning needs analysis</li> <li>• Records of discussions with different learners about their learning needs</li> </ul>
<p>3 Be able to agree individual learning and development needs</p>	<p>3.1 Agree and prioritise individual learning and development needs</p> <p>3.2 Advise individuals about learning and development options to meet:</p> <ul style="list-style-type: none"> <li>• learner priorities</li> <li>• learning preferences</li> <li>• learning styles</li> </ul>	<p>AC3.1</p> <ul style="list-style-type: none"> <li>• Obtaining agreement from different learners on their learning needs</li> <li>• Records of how learning needs of learners are prioritised and why</li> <li>• Development plans agreed with different learners</li> </ul> <p>AC3.2</p> <ul style="list-style-type: none"> <li>• Records of giving advice to different learners on a range of opportunities, inside the organisation, outside the organisation</li> </ul>

Learning Outcomes	Assessment Criteria	Exemplification
		and how to access them <ul style="list-style-type: none"> <li>• Records of discussions with different learners on how their individual learning needs could be met</li> </ul>

## Assessment

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All learning outcomes in this unit must be assessed using methods appropriate to the assessment of the knowledge and understanding.

This unit assesses occupational competence. Evidence for learning outcomes 2 and 3 must come from performance in a work environment. Simulations, projects or assignments are not allowed for these learning outcomes.

## Evidence requirements

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There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

## National Occupational Standards (NOS) mapping/signposting

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Learning and Development National Occupational Standards Standard 2: Identify individuals' learning needs.

## Additional information

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For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website [www.ocr.org.uk](http://www.ocr.org.uk).